



A GUIDE FOR **Parents** AND **Learners**

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“BTEC is the most widely recognised vocational brand in the UK – by both employers and training providers”

► WHY CHOOSE AN APPRENTICESHIP?

Apprenticeships provide an excellent way of developing skills and achieving qualifications while employed in a job. As an employee, you can earn as you learn, and gain practical skills from the workplace. Career progression for apprentices is excellent with many advancing to highly skilled jobs or higher education in a college or university.

Apprenticeships are increasingly recognised as the gold standard for work-based training. Already, more than 130,000 employers in the UK offer Apprenticeships.

One man who you might expect to recognise the value of Apprenticeships is Lord Sugar. He says: “Success is all about finding people who will help make any business grow, especially in times like these. It’s important that employers take Apprenticeships seriously - apprentices make things happen and can help a business to grow and thrive.”*

For employers across hundreds of different business sectors, BTEC Apprenticeships provide a flexible resource to foster growth and harness fresh talent. Well-trained staff can generally perform a wider range of tasks and take on new responsibilities, which from an employer’s perspective, leads to a broader skills set to drive the business forward, minimal staff turnover and workplace accidents, and increased productivity.

*Source: Lewisham College website.

► **BECOME A BTEC APPRENTICE AND THESE ARE JUST SOME OF THE BENEFITS YOU CAN EXPECT:**

- Complete qualifications and training while being paid and receiving the same benefits as your colleagues
- Study at college and train on-the-job, learning both the theoretical knowledge and practical skills that prepare you for your career
- Work with people who genuinely understand the industry you have chosen and have experience they can pass on to you
- Spend time working with people of all ages and abilities and develop your confidence, communication skills and ability to work in a team
- Enjoy the support of the staff at your FE college, training provider or employer on and off site throughout your Apprenticeship
- Make full use of the facilities of the college or training provider and get taught on industry standard equipment by subject specialists who have extensive industrial, technical and vocational experience
- Gain qualifications that set you up for your career of choice and/or progression onto higher education.



BTEC Apprenticeships are available in:

- **Business Administration**
- **Childcare**
- **Cleaning and Facilities Management**
- **Construction**
- **Customer Service**
- **Engineering**
- **Finance**
- **Hair & Beauty**
- **Health & Social Care**
- **Hospitality, Leisure and Tourism**
- **Information Technology (IT)**
- **Media & Design**
- **Public & Uniformed Services**
- **Retail, Sales & Marketing**
- **Security**
- **Sport**
- **Team Leading & Management**
- **Training & Education**
- **Transport & Logistics**



► **WHAT ELSE DO I GET OUT OF IT?**

POTENTIAL EARNINGS

Research shows that apprentices earn, on average, over £100,000 more throughout their lifetime than other employees. Your career doesn't have to stop at the BTEC Advanced Apprenticeship, if you want to go on to University you will find many institutes of Higher Education value your skills and knowledge and will happily offer you a place on a Foundation Degree or other higher level qualifications.

UNLIMITED PROSPECTS

BTEC Apprenticeships can be demanding but they are very rewarding. Because BTEC Apprenticeships train you in the skills employers want, they give you choices in your career. When you've finished you can carry on working, maybe get promoted or go on to higher education in a college or university.

A CHOICE OF INDUSTRIES AND EMPLOYERS

BTEC Apprenticeships are offered in a wide range of industry sectors and are available with different types of employers from large national companies such as BT, Travis Perkins and Whitbread to smaller local companies. There are more than 190 BTEC Apprenticeships to choose from – to pick the right one for you, go to www.btecapprenticeships.com

SUPPORT DURING TRAINING

Your employer, FE College or training provider will make sure you have support. Their job is to ensure that your training fits your personal requirements, offers the skills needed for the job and satisfies national standards. They will also be there to help you through any difficult times.



► BTEC – ITS ALL IN THE BRAND

Over the last 25 years, BTEC qualifications have helped millions of people develop the skills they need to get on in life. Engaging and inspiring, these vocationally-related qualifications are suitable for a wide range of ages and abilities. They provide a practical, real-world approach to learning without sacrificing any of the essential subject theory.

BTEC qualifications can be taken as well as, or in place of, GCSEs and A levels and alongside Diplomas in schools and colleges and BTEC Apprenticeships offer learners the best of all worlds.

Provided exclusively by Pearson through Edexcel, BTEC Apprenticeships combine the best elements of its BTEC and Apprenticeship programmes to create the first end-to-end work-based training solution for UK learners. Aligned to a recognised and trusted brand, these Apprenticeships fit neatly into the mindset of the millions of BTEC learners that are already out there. The power of that reputation will reflect directly on you, as they are valued by colleges, universities, employers and professional bodies across the United Kingdom and recognised throughout over 80 countries worldwide.

In recent years, the popularity of BTECs has moved onto new levels. In the last year alone, more than a million students enrolled on a BTEC qualification.

That's one million people who have put their trust in the power and reputation of BTECs to help them achieve their goals and chase their dreams.



A MILLION BTEC STUDENTS EACH YEAR

In recent years, the popularity of BTECs has really taken off. In 2009/10, we received over 1.1 million BTEC registrations, and one in every two GCSE-level learners took a BTEC.



► WHAT IS A BTEC APPRENTICESHIP?

An Apprenticeship is essentially a set of qualifications - called a 'framework'.

There are different levels of BTEC Apprenticeships available, but they all lead to Competence, Transferable skills and a BTEC technical certificate.

- The competence element (often an NVQ) will enable you to demonstrate your workplace abilities and prove that you can do specific job-related tasks.
- The BTEC technical certificate will give you extra knowledge and understanding about the job you are training for.
- The Key Skills or Functional Skills qualifications cover more general work-related skills such as communication, team working, problem solving and using new technologies.
- ERR – Employee Rights and Responsibilities. In this part of the BTEC Apprenticeship you will learn about your rights and responsibilities in the workplace. This will cover things such as health and safety in the workplace, and will most likely be covered in your induction.

→ PLTS – Personal Learning and Thinking Skills. As part of the BTEC Apprenticeships learners will develop a series of underpinning skills that employers are looking for. Skills such as creative thinking, evaluation and team working are key to future employability, making BTEC apprentices more effective employees.

All components of our BTEC Apprenticeship hone the skills that employers are looking for and will put you ahead of the competition in the job market. Your efforts will be rewarded throughout the process, as you will receive a separate certificate for each qualification you achieve, as well as receiving a certificate once you have completed and achieved all aspects of your BTEC Apprenticeship programme.

The learning provider or FE college develops skills and provides the knowledge, while the employer provides the practical experience to put those skills to the test. Training can be classroom based, in a workshop or in a workplace, depending on the subject and on the learning provider.

Competence usually a National Vocational Qualification [NVQ] with assessment methods designed to test competence.

Employee Rights and Responsibilities (ERR)
This element is often covered as part of the NVQ or technical certificate.

BTEC Apprenticeship Framework

Knowledge some Apprenticeships have a technical certificate while others demonstrate knowledge within the NVQ element.

With our Apprenticeships the technical certificates is always a BTEC qualification.

Transferable Skills BTEC Apprenticeships include, as a minimum, Key Skills in communication and application of number or Functional Skills in English, maths or ICT.

Please note, in Wales Essential Skills will be required.

Personal Learning and Thinking Skills (PLTS)* – new from April 2011! These themes describe the qualities and skills needed for success in learning and life, and are comprised of six groups of skills, which must also be assessed:

- independent enquirers
- creative thinkers
- reflective learners
- team workers
- self-managers
- effective participants.

* While ERR and PLTS will have to be formally assessed in all of the Apprenticeships, they do not have to be accredited.

► TAKE A BTEC APPRENTICESHIP AND EARN WHILE YOU LEARN

A BTEC Apprenticeship enables you to gain and develop a range of skills that will form the foundation for your future career progression – and get paid while you're doing it.

WORK BASED LEARNING

Put simply, BTEC Apprenticeships are a structured work-based route to a skilled occupation. They have been designed in collaboration with colleges, training providers and employers as an effective means of filling skills gaps in the UK workforce. Tailored to meet the needs of specific sectors, they combine BTEC learning and assessment within the workplace with a course of college training that works towards a work-based qualification such as a National Vocational Qualification (NVQ).

A BTEC Apprenticeship will allow you to develop vocational skills with the help of specialists who genuinely understand the industry in which you want to work. You will learn practical skills from experts and improve your individual skills in areas such as communication, while also improving your team working abilities.

ANYONE CAN APPLY

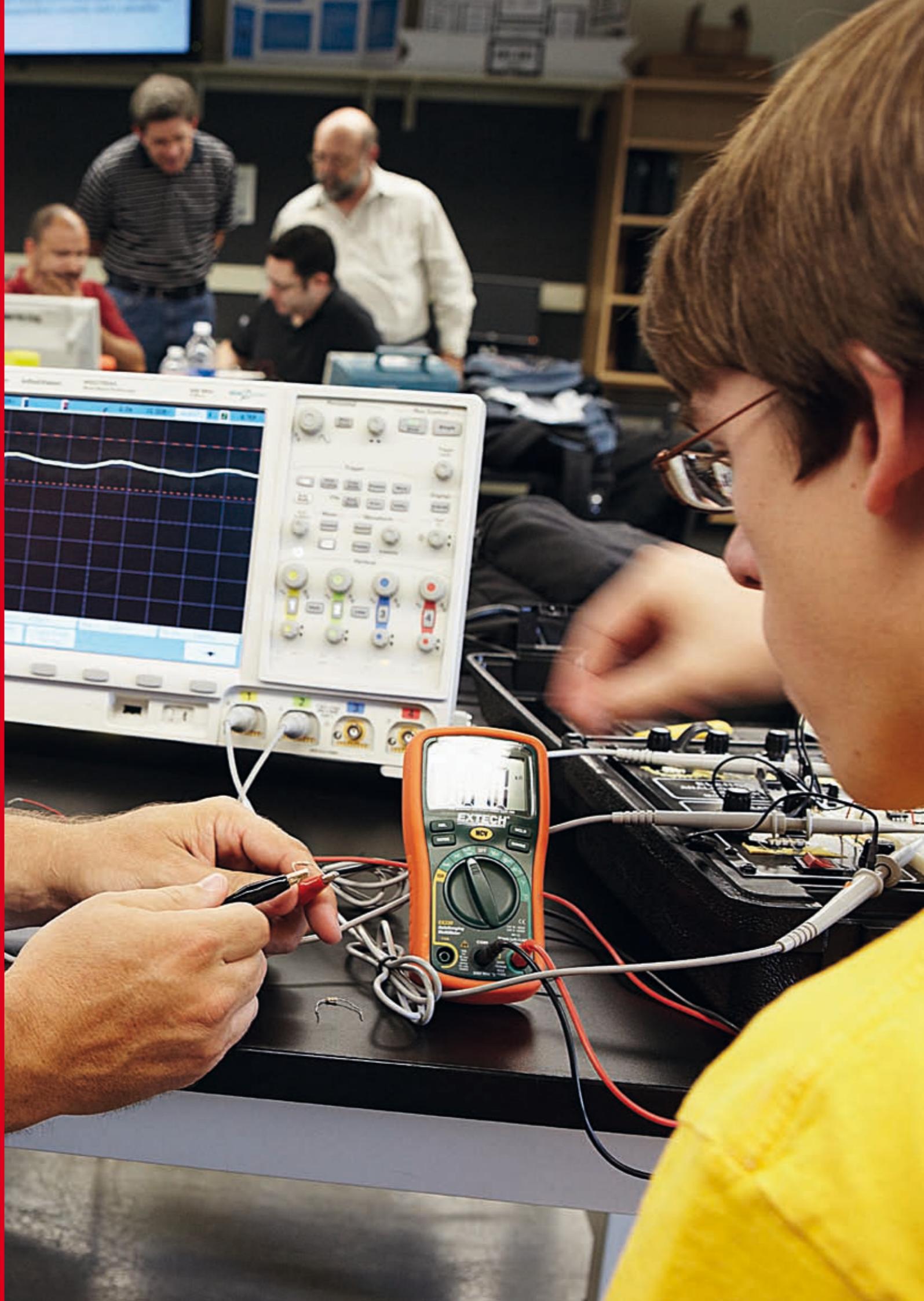
Anyone living in England, over the age of 16, and not in full-time education can apply. As an apprentice, you will be in the workplace for most of your time, as the majority of training takes place on the job. The rest usually takes place at a local college or a specialist training organisation.

BTEC Apprenticeships can take between one and four years to complete, depending on the level of Apprenticeship, the apprentices' ability and the industry sector.

EARN WHILE YOU LEARN

Apprentices do real jobs for real employers. So you're paid while you learn. If you are entering work for the first time, you will start earning from day one of your Apprenticeship. All employed apprentices will receive a wage of no less than £2.50 per hour, with paid holidays, and a recent survey showed that the average weekly wage for an apprentice is now around £170. You will be entitled to the same benefits as other employees and as your skills develop, your pay should increase accordingly.

Career progression for apprentices is excellent, with a significant proportion of successful apprentices advancing to highly skilled jobs or higher education in a college or university.



HOW TO GET ONTO A BTEC APPRENTICESHIP

You need to be 16 or over to apply for an Apprenticeship, so they are suitable for both young people leaving school, as well as for adults who may have been out of education for some time.

There are a number of different ways you can get onto a BTEC Apprenticeship:

1. THE NATIONAL APPRENTICESHIPS SERVICE (NAS)

The NAS is an independent service set up to promote Apprenticeships and support apprentices in the UK. You can apply for a wide range of Apprenticeship vacancies online using a new system that lets you search for, view and then apply for Apprenticeships by visiting www.apprenticeships.org.uk

2. FE COLLEGES

We work closely with almost every FE College in the UK to develop our BTEC Apprenticeships across a wide range of subjects and sectors. FE Colleges work with local employers to source job vacancies and match apprentices to those jobs. You could contact your local Further Education (FE) College to see what Apprenticeships are available by checking out their website, or contacting them directly.

3. TRAINING PROVIDERS

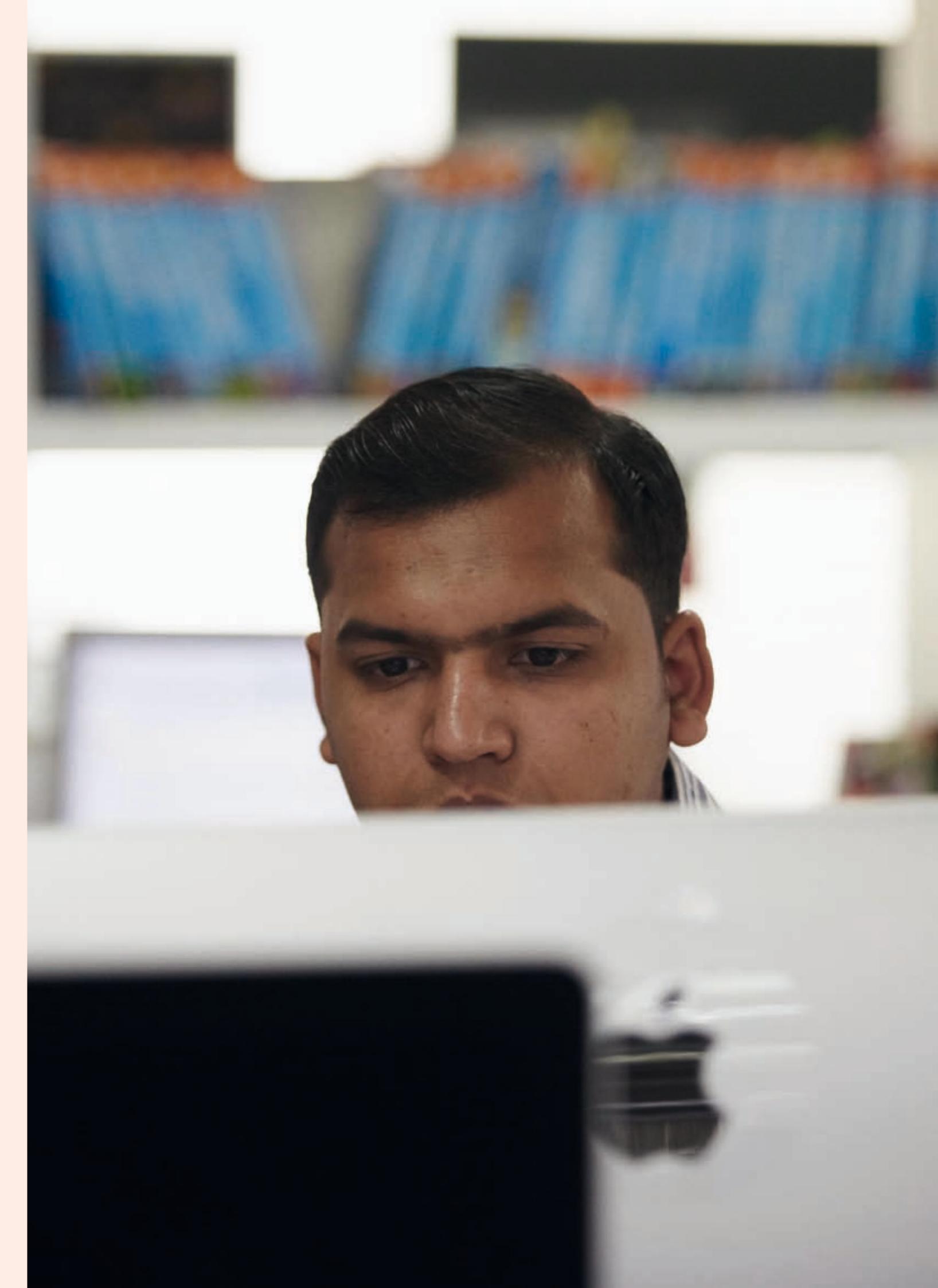
There are a number of local training providers in your area who work closely with employers to take on apprentices. You will be able to find them through your local Connexions office, through the National Apprenticeships Service and also through local job advertisements and postings.

For more information visit
www.apprenticeships.org.uk

4. EMPLOYERS

A number of well-known large UK-based employers often recruit apprentices directly. For instance, BT and Flybe have a direct recruitment programme for apprentices. To apply directly to a large employer, there are a number of routes to follow:

- ➔ Search for a company you are interested in working for and check the recruitment areas of their website
- ➔ Keep your eye on the local jobs seen through newspapers and recruitment websites
- ➔ Write directly to an organisation enquiring if they would be willing to take you on as an apprentice.



PROGRESSION AND FURTHER OPPORTUNITIES

QUALIFICATIONS

Apprenticeships lead to a Competence Qualification e.g. (NVQ) at Level 2 or Level 3, a Key Skills qualification, like problem solving and using technology, and in most cases, a technical certificate, such as a BTEC.

APPRENTICESHIP LEVELS EXPLAINED

There are three levels of Apprenticeship available for those aged 16 and over:

→ Level 2 BTEC Intermediate Apprenticeships

These provide the skills you need for your chosen career and allow entry to an Advanced Apprenticeship.

→ Level 3 BTEC Advanced Apprenticeships

To start this Apprenticeship, you should ideally have five GCSEs (grade C or above) or have completed a Level 2 Intermediate Apprenticeship.

→ Level 4/5 BTEC Higher Apprenticeships

These Apprenticeships work towards qualifications such as NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Higher National Certificate or Diploma.

FURTHER STUDY

The qualifications you gain as an apprentice can also help you to get into higher education. You'll usually need to take an Advanced Apprenticeship which leads to an NVQ at level 3. The NAS is working with UCAS to extend their system so that more qualifications gained during an Apprenticeship count towards an individual's university application.

For full-time courses, you can look up entry requirements on the UCAS website www.ucas.com

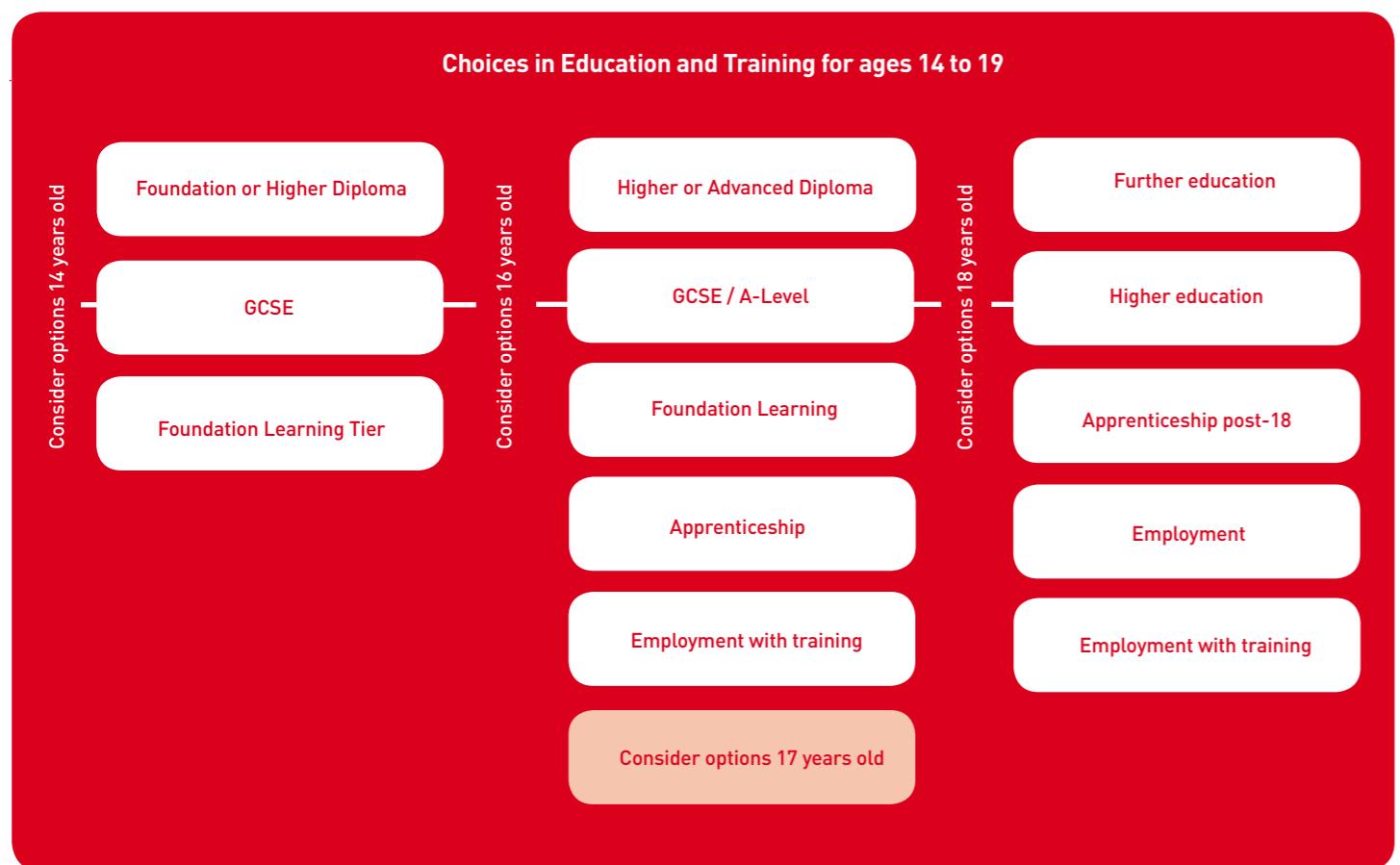
For part-time courses, access the university or college prospectus – most are now available on their websites.

CAREER BENEFITS:

Once the Apprenticeship is completed, there's the opportunity to carry on working within the organisation as a full-time employee, maybe get promoted or even apply to work for another organisation in a similar role.

Getting qualified while on the job has several advantages such as:

- you work better and more effectively
- it can set you up to move into new and better jobs
- you get better pay
- you get to experience new and different challenges
- your existing skills and knowledge are recognised and can help you gain a qualification faster
- you learn at your own pace and get support when you need it
- better job security
- you gain skills and knowledge which can be used across a range of jobs and industries.



* Source: www.apprenticeships.org.uk



A week in the life of a BTEC Apprentice:

**BTEC ADVANCED APPRENTICESHIP
LEVEL 3 IN BUSINESS & ADMINISTRATION**

Job Position: Marketing Assistant

Monday

AM – Monday morning team meeting with Marketing Manager. Discuss workload and agree the weeks objectives.
PM – Work with Marketing Consultant to put proposal together for new company social media platform, to be presented to Marketing Director.

Tuesday

AM – Support copywriter in developing copy for new marketing collateral.
PM – Monthly review with marketing manager setting objectives for the next calendar month.

Wednesday

AM – Use presentation software to create interactive slideshow on social media.
PM – Attend sector launch event and gather delegate feedback data.

Thursday

AM – Create spreadsheet for sector event feedback data. Apply analysis techniques and review results with events team.
PM – Review presentation with marketing manager and make amendments accordingly.

Friday

AM – College assessor comes in for scheduled visit for monthly progress review. Go through each module giving evidence where necessary for completed assessment criteria.
PM – Put together weekly social media report outlining ongoing strategy development.



FOR MORE INFORMATION

Visit: www.btecapprenticeships.com
Call: **08445760045**
Email: btecapprenticeships@pearson.com

OTHER USEFUL WEBSITES:

National Apprenticeship Service (NAS):
www.apprenticeships.org.uk

Find qualifications and courses in your area:
<http://yp.direct.gov.uk/14-19prospectus/>

Connexions:
www.connexions-direct.com

The National Careers Advice Service:
www.careersadvice.direct.gov.uk

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